



TITLE: Special Project Pay		POLICY: HR-411-2023
EFFECTIVE DATE: 9/15/2023	SUPERSEDES: N/A	PAGES: 2
MAYOR: <small>DocuSigned by:</small> <i>Christine Frizzell</i> 5E0020D425DB4B8 Mayor Christine Frizzell	DEPARTMENT DIRECTOR: <small>DocuSigned by:</small> <i>Annie Vandenkooy</i> E0172960609B440 Annie Vandenkooy, Human Resources Director	

APPLICABLE TO:

This policy applies to all non-represented employees not covered under a collective bargaining agreement or employment agreement.

POLICY STATEMENT:

The City recognizes that in certain circumstances special project pay may be warranted.

PURPOSE:

Special project pay is a type of pay assignment in which an employee receives pay for a significant job assignment outside their scope of employment and not typically performed by another City job classification. This policy does not address "working out of class" assignments.

RESPONSIBILITIES:

Under the authority of the Mayor, the Mayor may approve special project pay on a case-by-case basis in consideration of factors including:

- The special project is outside the employee's scope of employment.
- The special project is not work that is typically performed by another City job classification.
- The work is not routine and must be performed within a specific time period (i.e., start and end date).
- The employee is qualified to perform the work.

Special project pay may be in the form of a percentage premium applied to the employee's base wage or a temporary step increase. Special project pay cannot be applied retroactively. The Mayor may discontinue special project pay at any time for any reason.

The Mayor's decision to decline a request for special project pay cannot be grieved or appealed. The Mayor holds all authority to administer or revise this policy as outlined in the Employee Handbook.

PROCEDURES:

A request may be made to the Mayor. If approved, a copy of the Mayor's authorization for special project pay will be sent to Human Resources for processing.